

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MUSEUM CURATOR AND COLLECTIONS MANAGER**

Jurisdictional Class: **Competitive**
Date Adopted: **Unknown**
Date Revised: **Jan. 9, 1998**
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: A Museum Curator and Collections Manager is responsible for the care, management, utilization, interpretation and exhibition of a museum collection. An incumbent works under the general supervision of the Museum Director and Business Manager, assists in administration and management of the museum and is in operational charge when the Museum Director and Business Manager is absent. Due to tourism-related demand for services, summer and holiday leave options may be restricted and incumbents may be required to work some evenings and weekends. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Cares for and maintains the integrity of the museum collection and buildings, including storage, registration, preservation and conservation;
Supervises, trains and schedules docents, interpreters, assigned employees and volunteers;
Organizes and coordinates educational programs and special projects;
Researches and plans exhibits with the Museum Director and Business Manager;
Schedules and makes arrangements for group tours;
Participates in institutional planning, grant writing and marketing.
May be required to perform lower-level duties including sales and interpretation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL

CHARACTERISTICS: Good knowledge of museum educational, curatorial and research practices; working knowledge of object and paper conservation, registration, exhibit design and construction, American history, material culture, administration and public relations techniques; ability to work well with the public, volunteers, government agencies and not-for-profit organizations, organize and communicate clearly and effectively both verbally and in writing; initiative, tact, courtesy, integrity.

MINIMUM QUALIFICATIONS:

- (A) Graduation from an accredited college or university with a masters degree in museum studies, **OR**
- (B) Graduation from an accredited college or university with a bachelors degree in history, American studies, Social Studies Education or History education, **AND** two (2) years of full-time museum experience in a collections-related position or its part-time or documented volunteer equivalent, **OR**

Last Reviewed: n/a
Last Updated: 01/09/98
Reviewed By: n/a
Last Reallocated: n/a

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- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.